

# Excel CJA-20 Voucher

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## Introduction

The District of Idaho has initiated an electronic billing process for court-appointed CJA attorneys using Microsoft Excel. Following are the instructions on using the Excel voucher including some notes on best practices for CJA attorneys.

**Effective Date:** January 2009

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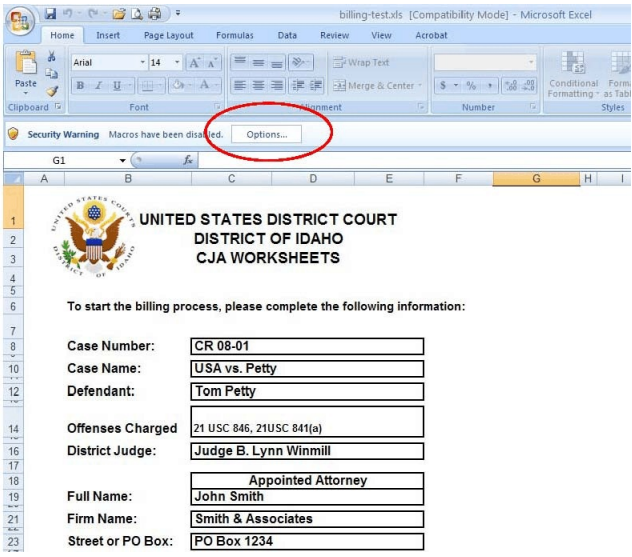

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## Microsoft Excel 2007 or earlier version of Excel?

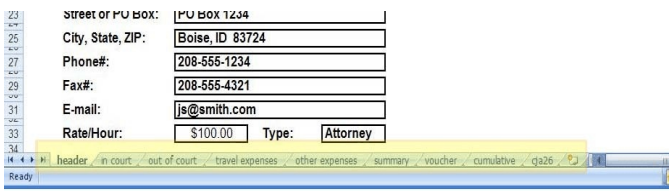

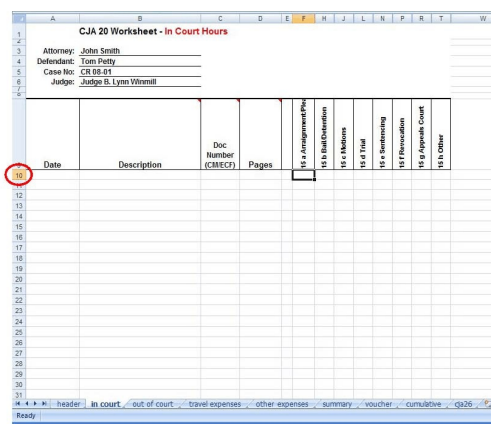
The CJA-20 is compatible with Microsoft Excel 2007 and earlier versions. If you are using Excel 2007, please read the following information regarding enabling macros.

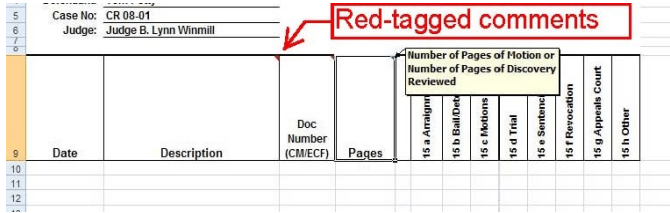
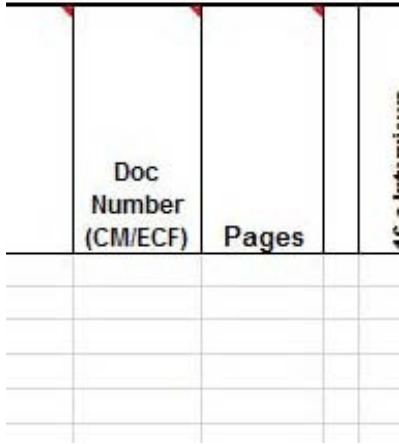
In Excel 2007, the user will be required to "enable" the macros. This will allow the CJA 20 program to calculate and share information between worksheets.

STEP	RESULT
<p>Click on the <b>Options</b> button located next to the Security Warning at the top of the screen.</p> <p>This Security Warning will appear every time you open this file. Therefore, you will need to enable the macros ever time.</p>	 <p>The screenshot shows the Microsoft Excel 2007 interface. A 'Security Warning' dialog box is displayed at the top, stating 'Macros have been disabled.' and has an 'Options...' button circled in red. The background worksheet is titled 'UNITED STATES DISTRICT COURT DISTRICT OF IDAHO CJA WORKSHEETS'. It contains a form with the following fields: Case Number (CR 08-01), Case Name (USA vs. Petty), Defendant (Tom Petty), Offenses Charged (21 USC 846, 21 USC 841(a)), District Judge (Judge B. Lynn Winmill), Full Name (Appointed Attorney John Smith), Firm Name (Smith &amp; Associates), and Street or PO Box (PO Box 1234).</p>
<p>Click the <b>Enable this Content</b> button., and click <b>OK</b> .</p>	 <p>The screenshot shows the 'Microsoft Office Security Options' dialog box. It has a title bar with a question mark and a close button. The main text reads: 'Security Alert - Macro', 'Macro', 'Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.', and a warning: 'Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.' Below this is a 'More information' link and the file path: 'File Path: X:\Internet\CJA_Manual\Excel\billing-test.xls'. There are two radio buttons: 'Help protect me from unknown content (recommended)' and 'Enable this content', with the latter circled in red. At the bottom are 'OK' and 'Cancel' buttons, and a link to 'Open the Trust Center'.</p>

## Navigating through the Microsoft Excel CJA-20

Below are some helpful tips on navigating through Excel and the CJA-20 voucher.


Description	Screen Shot
<p><b>Worksheets:</b> The CJA-20 Excel voucher is made up of Worksheets. A Worksheet is a separate document within an Excel file and each are labeled.</p> <p>The tabs across the bottom are the Worksheets. To open a worksheet, simply click on a tab.</p>	
<p><b>Worksheet Navigation:</b> You may navigate through the worksheets by using the control bar at the left of the tabs.</p> <p>This will allow you to locate worksheet tabs which may not be visible on your screen.</p>	
<p><b>First Line within Worksheets:</b> The first time you access a worksheet, make sure you begin your data entry on line #10. The rows may scroll while the column headings remain static. This will allow you to entry many rows of information without losing sight of your column headings.</p> <p><u>Note:</u> When you exit the file, and return at a later date, Excel will bring you back to the exact worksheet, row &amp; cell where you left off - so make sure your first entry begins on line #10.</p>	

Description	Screen Shot
<p><b>Red-tagged Comments:</b> In several locations, comments have been added which will provide some helpful information in what type of information you would place in those fields.</p> <p>To reveal the comment, move your cursor over the red-tag.</p>	
<p><b>Doc Number (CM/ECF) &amp; Pages:</b> On the In-Court and Out-of-Court worksheets, there are a couple categories designed to help you describe your tasks.</p> <p>You only need to insert information into these fields if it better describes the activity you are documenting.</p> <p>In these fields, you would indicate which CM/ECF document this activity refers to and how many pages were read or received. This assists the court in a reasonableness review of these tasks.</p>	

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## Header Worksheet

The Header Worksheet is the first worksheet in the CJA-20 voucher. This information will be completed by the court before the Excel file is sent to you.

	A	B	C	D	E	F	G
1							
2	<b>UNITED STATES DISTRICT COURT</b>						
3	<b>DISTRICT OF IDAHO</b>						
4	<b>CJA WORKSHEETS</b>						
5							
6	To start the billing process, please complete the following information:						
7							
8	Case Number:	CR 08-01					
9	Case Name:	USA vs. Petty					
10	Defendant:	Tom Petty					
11							
12	Offenses Charged:	21 USC 846, 21USC 841(a)					
13	District Judge:	Judge B. Lynn Winmill					
14							
15	Full Name:	Appointed Attorney					
16		John Smith					
17	Firm Name:	Smith & Associates					
18	Street or PO Box:	PO Box 1234					
19	City, State, ZIP:	Boise, ID 83724					
20	Phone#:	208-555-1234					
21	Fax#:	208-555-4321					
22	E-mail:	js@smith.com					
23	Rate/Hour:	\$100.00		Type:	Attorney		
24							
25							
26							
27							
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96							
97							
98							
99							
100							

header

in court

out of court

travel expenses

other expenses

summary

voucher

Rate History:	1/1/08-Current	\$	100.00
	5/20/07-12/31/07	\$	94.00

## In-Court Worksheet

- Report time in tenth of an hour.
- Make sure you begin at Row #10
- The time you claim for in-court should be the actual time spent in court and not the time awaiting your matter, or time interviewing your client. All of that time may be claimed, but in the Out-of-Court worksheet.

Excel spreadsheet titled "CJA 20 Worksheet - In Court Hours".

Attorney: John Smith  
 Defendant: Tom Petty  
 Case No: CR 08-01  
 Judge: Judge B. Lynn Winmill

	Date	Description	Doc Number (CM/ECF)	Pages	15 a Arraignment/Plea	15 b Bail/Detention	15 c Motions	15 d Trial	15 e Sentencing	15 f Revocation	15 g Appeals Court	15 h Other
10	12/1/2008	arraignment			0.5							
11												
12												
13												
14												
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17												
18												
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27												
28												

Navigation tabs: header, **in court**, out of court, travel expenses, other expenses, summary, voucher, cumulative.

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## Out-of-Court Worksheet

- Report time in tenth of an hour.
- Make sure you begin at Row #10
- Enter complete and detailed information into the description field.
- Enter time chronologically, with all the time spent in one day on one row, and breaking down the time into their specific tasks.
- You may also use multiple rows if you performed many tasks within one day and it is easier to describe your activities.

U60

**CJA 20 Worksheet - Out of Court Hours**

Attorney: John Smith  
Defendant: Tom Petty  
Case No: CR 08-01  
Judge: Judge B. Lynn Winmill

	Date	Description	Doc Number (CM/ECF)	Pages	16 a Interviews	16 b Records	16 c Research/Writing	16 d Travel Time	16 e Investigative/Other
9									
10	11/30/2008	visit defendant at jail			1.0			0.5	
11	12/1/2008	meet with AUSA: Motion for release	5	4	1.0		0.5		
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									

header in court **out of court** travel expenses other expenses summary voucher cumulative

Ready

## Travel Expense Worksheet

- Make sure you begin at Row #10
- Enter complete and detailed information into the description field.
- Enter mileage in tenths of a mile.
- The Excel program will automatically calculate the exact reimbursement based upon the date of travel and the number of miles driven. The attorney does not need to do those computations.
- **Receipts:** Scan any receipts for travel expenses in excess of \$25. Submit these receipts in a PDF document along with the Excel CJA-20

CJA 20 Worksheet - Travel Expenses									
Date	Expense Description	Travel mileage	Parking/ Tolls/ Public Trans	Airfare	Rental Car	Taxi/ Shuttle	Hotel	Meals	Other Travel Expenses
11/30/2008	Travel to Jail from Caldwell	100.0							
1/2/2009	Travel to Jail from Caldwell	100.0							

Remember!  
Mileage rate is determined by the date entered.  
Enter miles to the nearest 1/10th.

header in court out of court **travel expenses** other expenses summary voucher cumulative cja26



## Other Expenses Worksheet

- Make sure you begin at Row #10
- Enter complete and detailed information into the description field.
- **Receipts:** Scan any receipts for other expenses in excess of \$25. Submit these receipts in a PDF document along with the Excel CJA-20.
- Review the red-tagged comments for additional information about what qualifies as an expense under the CJA.

	A	B	C	E	G	I	K
1	<b>CJA 20 Worksheet - Expenses</b>						
2							
3	Attorney: John Smith						
4	Defendant: Tom Petty						
5	Case No: CR 08-01						
6	Judge: Judge B. Lynn Winmill						
7							
8							
9	Date	Expense Description	Facsimile	Long Distance Phone Charges	Photocopies	Postage	Other Expenses
10	12/10/2008	copies of discovery			\$ 20.00		
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							

header | in court | out of court | travel expenses | other expenses | summary | voucher | cumulative | cja26

## Summary Worksheet

- This worksheet is for information only. The attorney does not need to insert any data on this worksheet.
- In-Court and Out-of-Court time will be reflected at the top of the worksheet. Travel and Other Expenses data appears at the bottom of the worksheet.
- All amounts claimed will be transferred to the CJA20 voucher worksheet.

CJA 20 - Voucher Summary			
Attorney:	John Smith		
Defendant:	Tom Petty		
Case No:	CR 08-01		
Judge:	Judge B. Lynn Winnill		
Categories	Hours Claimed	Adjustments	
15a - Arraignment/Plea	0.5	-	
15b - Bail/Detention	-	-	
15c - Motions	-	-	
15d - Trial	-	-	
15e - Sentencing	-	-	
15f - Revocation	-	-	
15g - Appeals Court	-	-	
15h - Other	-	-	
Total 15a - 15h (Hours)	0.5	-	
Total In-Court x Rate Per Hour	\$50.00	\$0.00	
16a - Interviews	2.0	-	
16b - Records	-	-	
16c - Research/Writing	0.5	-	
16d - Travel Time	0.5	-	
16e - Investigative/Other	-	-	
Total 16a - 16e (Hours)	3.0	-	
Total Out-of-Court x Rate Per Hour	\$300.00	\$0.00	

In-Court x Rate Per Hour						
	C	D	E	F	G	H
In-Court x Rate Per Hour	\$300.00	\$0.00				
Travel Miles	8/1/2008 - current	3/19/2008 - 7/31/2008	2/1/2007 - 3/18/2008	1/1/2006 - 1/31/2007	9/1/2005 - 12/31/2005	2/4/2005 - 8/31/2005
Rate per mile:	0.585	0.505	0.485	0.445	0.485	0.405
Hours Claimed	200.00	-	-	-	-	-
Adjustments	-	-	-	-	-	-
Total Miles x Rate Per Mile	117.00	-	-	-	-	-

	Attorney Request	Court Adj. (if any)	Total Approved
17. Travel Misc.	-	-	-
17. Total Travel Expenses	117.00	-	117.00
18. Facsimile	-	-	-
18. Long Distance Charges	-	-	-
18. Photo Copies	20.00	-	20.00
18. Postage	-	-	-
18. Other Expenses	-	-	-
18. Total	20.00	-	20.00
Amounts transferred to voucher:	487.00	-	487.00

## CJA-20 Voucher Worksheet

- All the case information from Header Worksheet is transferred to the CJA-20 voucher. The remainder of the case and appointment information will be completed by the court prior to being sent to the attorney.
- Ensure that all time on worksheets does not begin prior to the nunc pro tunc date.

Q65																																																					
A	B	C	D	E	F	G	H	I	J	K	L																																										
CJA 20 (Electronic Form) APPOINTMENT OF AND AUTHORITY TO PAY COURT APPOINTED COUNSEL (Rev. 12/03)																																																					
1. CIR/DIST/DIV. CODE		2. PERSON REPRESENTED		VOUCHER NUMBER																																																	
IDAHO		Tom Petty																																																			
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER		5. APPEALS DKT./DEF. NUMBER		6. OTHER DKT. NUMBER																																															
		CR 08-01																																																			
7. IN CASE/MATTER OF (Case Name)		8. PAYMENT CATEGORY		9. TYPE PERSON REPRESENTED		10. REPRESENTATION TYPE																																															
USA vs. Petty		Felony		Adult Defendant		CC criminal case																																															
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) If more than one offense, list (up to five) major offenses charged, according to severity of offense.																																																					
21 USC 846, 21 USC 841(a)																																																					
12. ATTORNEY'S NAME (First Name, MI., Last Name, including any suffix), AND MAILING ADDRESS:																																																					
Name: John Smith																																																					
Address: Smith & Associates																																																					
PO Box 1234																																																					
Boise, ID 83724																																																					
Phone #: 208-555-1234																																																					
Fax #: 208-555-4321																																																					
14. NAME AND ADDRESS OF LAW FIRM (Only provide per instructions)																																																					
Name:																																																					
Address:																																																					
13. COURT ORDER: O - Appointing Counsel																																																					
Prior Attorney's Name																																																					
Appointment Dates																																																					
<input checked="" type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in his case, OR <input type="checkbox"/> Other (See Instructions)																																																					
Ordered in Court by Magistrate Judge Dale																																																					
Signature of presiding Judicial Officer or By Order of the Court																																																					
12/1/2008 11/30/2008 Date of Order Nunc Pro Tunc Date																																																					
Repayment or partial repayment ordered from the person represented for this service at time of appointment. <input type="checkbox"/> Yes <input type="checkbox"/> No																																																					
CLAIM FOR SERVICES AND EXPENSES																																																					
FOR COURT USE ONLY																																																					
<table border="1"> <thead> <tr> <th>Categories (Attach itemization of services with dates)</th> <th>HOURS CLAIMED</th> <th>TOTAL AMOUNT CLAIMED</th> <th>Math/Tech. Adjusted Hrs</th> <th>Math/Tech. Adjusted Amounts</th> <th>Additional Review</th> <th>Amount Authorized</th> </tr> </thead> <tbody> <tr> <td>15. a. Arraignment and/or Plea</td> <td>0.5</td> <td>50.00</td> <td></td> <td>-</td> <td></td> <td>50.00</td> </tr> <tr> <td>b. Bail and Detention Hearings</td> <td>-</td> <td>-</td> <td></td> <td>-</td> <td></td> <td>-</td> </tr> <tr> <td>c. Motion Hearings</td> <td>-</td> <td>-</td> <td></td> <td>-</td> <td></td> <td>-</td> </tr> <tr> <td>d. Trial</td> <td>-</td> <td>-</td> <td></td> <td>-</td> <td></td> <td>-</td> </tr> <tr> <td>e. Sentencing Hearings</td> <td>-</td> <td>-</td> <td></td> <td>-</td> <td></td> <td>-</td> </tr> </tbody> </table>												Categories (Attach itemization of services with dates)	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	Math/Tech. Adjusted Hrs	Math/Tech. Adjusted Amounts	Additional Review	Amount Authorized	15. a. Arraignment and/or Plea	0.5	50.00		-		50.00	b. Bail and Detention Hearings	-	-		-		-	c. Motion Hearings	-	-		-		-	d. Trial	-	-		-		-	e. Sentencing Hearings	-	-		-		-
Categories (Attach itemization of services with dates)	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	Math/Tech. Adjusted Hrs	Math/Tech. Adjusted Amounts	Additional Review	Amount Authorized																																															
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e. Sentencing Hearings	-	-		-		-																																															
header in court out of court travel expenses other expenses summary <b>voucher</b> cumulative cja26																																																					

- All the time & expense information from Worksheets is transferred to the CJA-20 voucher. All calculations are made by the Excel program.

N77												
	A	B	C	D	E	F	G	H	I	J	K	L
28	Address:					Date of Order		Nunc Pro Tunc Date				
29												
30												
31						Repayment or partial repayment ordered from the person represented for this service at time of appointment. <input type="checkbox"/> Yes <input type="checkbox"/> No						
32	<b>CLAIM FOR SERVICES AND EXPENSES</b>						<b>FOR COURT USE ONLY</b>					
33	Categories (Attach itemization of services with dates)					HOURS CLAIMED	TOTAL AMOUNT CLAIMED	Math/Tech. Adjusted Hrs	Math/Tech. Adjusted Amounts	Additional Review	Amount Authorized	
34	15. In Court	a. Arraignment and/or Plea			0.5	50.00	-	-	-	50.00		
35		b. Bail and Detention Hearings			-	-	-	-	-	-		
36		c. Motion Hearings			-	-	-	-	-	-		
37		d. Trial			-	-	-	-	-	-		
38		e. Sentencing Hearings			-	-	-	-	-	-		
39		f. Revocation Hearings			-	-	-	-	-	-		
40		g. Appeals Court			-	-	-	-	-	-		
41		h. Other (Specify on add'l sheets)			-	-	-	-	-	-		
42	(Rate per Hr) \$100.00 TOTALS			0.5	50.00	-	-	-	50.00			
43	16. Out of Court	a. Interviews and Conferences			2.0	200.00	-	-	-	200.00		
44		b. Obtaining and reviewing records			-	-	-	-	-	-		
45		c. Legal Research and brief writing			0.5	50.00	-	-	-	50.00		
46		d. Travel time			0.5	50.00	-	-	-	50.00		
47		e. Investigative & other work (Specify on add'l sheets)			-	-	-	-	-	-		
48	(Rate per Hr) \$100.00 TOTALS			3.0	300.00	-	-	-	300.00			
49	17. Travel Expenses (lodging, parking, meals, mileage, etc.)					117.00	-	-	-	117.00		
50	18. Other Expenses (other than expert, transcripts, etc.)					20.00	-	-	-	20.00		
51	<b>GRAND TOTALS (CLAIMED AND ADJUSTED):</b>					<b>487.00</b>	-	-	-	<b>487.00</b>		
52	19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE						20. APPOINTMENT TERMINATION		21. CASE DISPOSITION			
53	From: 9/30/2008						DATE IF OTHER THAN CASE COMPLETION:					
54												

header in court out of court travel expenses other expenses summary voucher cumulative cja26

## CJA-20 Worksheet - Attorney Certification for Interim Payment

- Must have an ending date in Section #19.
- Must indicate the Interim Payment & which Interim in Section #22.
- Complete the questions regarding previous payments.

	A	B	C	D	E	F	G	H	I	J	K	L
43	16. Out of Court	a. Interviews and Conferences		2.0			200.00		-			200.00
44		b. Obtaining and reviewing records		-			-		-			-
45		c. Legal Research and brief writing		0.5			50.00		-			50.00
46		d. Travel time		0.5			50.00		-			50.00
47		e. Investigative & other work (Specify on add.)		-			-		-			-
48		(Rate per Hr) \$100.00 TOTALS		3.0			300.00		-			300.00
49	17. Travel Expenses (lodging, parking, meals, mileage, etc.)						117.00		-			117.00
50	18. Other Expenses (other than expert, transcripts, etc.)						20.00		-			20.00
51	GRAND TOTALS (CLAIMED AND ADJUSTED):						487.00		-			487.00
52	19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE						20. APPOINTMENT TERMINATION		21. CASE DISPOSITION			
53	From: 11/30/2008 1/31/2009						DATE IF OTHER THAN CASE COMPLETION:					
54												
55	22. CLAIM STATUS: <input type="radio"/> Final Payment <input checked="" type="radio"/> Interim Payment Number 1 <input type="radio"/> Supplemental Payment											
56												
57	Have you previously applied to the court for compensation and/or reimbursement for this case?						If yes, were you paid?					
58	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
59	Other than from the court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?						If yes, give details on additional sheets.					
60	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
61	I swear or affirm the truth or correctness of the above statements.											
62	Signature of Attorney /s/ Tom Petty						Date 11/1/2008					
63	APPROVED FOR PAYMENT--COURT USE ONLY											
64	23. IN COURT COMP.		24. OUT OF COURT COMP.		25. TRAVEL EXPENSES		26. OTHER EXPENSES		27. TOTAL AMT. APPR./CERT.			
65												
66	28. SIGNATURE OF THE PRESIDING JUDGE						DATE		28a. JUDGE CODE			
67	Judge B. Lynn Winnill											

## CJA-20 Worksheet - Attorney Certification for Final Payment

- Must have an ending date in Section #19.
- Must indicate the case disposition. In Section #21.

	A	B	C	D	E	F	G	H	I	J	K	L			
49	17. Travel Expenses (lodging, parking, meals, mileage, etc.)						117.00			-		117.00			
50	18. Other Expenses (other than expert, transcripts, etc.)						20.00			-		20.00			
51	<b>GRAND TOTALS (CLAIMED AND ADJUSTED):</b>						<b>487.00</b>			-		<b>487.00</b>			
52	19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE						20. APPOINTMENT TERMINATION		21. CASE DISPOSITION						
53	From: 11/30/2008 1/31/2009						DATE IF OTHER THAN CASE COMPLETION:		<div style="border: 1px solid red; padding: 5px;">                     Dismissed                      Acquitted by Court                      Acquitted by Jury                      Convicted/Final plea guilty                      Convicted/Final plea nolo                      Convicted/Court Trial                      Convicted/Jury Trial                      If yes, give details on additional sheets.                 </div>						
54															
55	22. CLAIM STATUS: <input checked="" type="radio"/> Final Payment <input type="radio"/> Interim Payment Number						(Payment #)								
56															
57	Have you previously applied to the court for compensation and/or reimbursement for this case?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes						
58															
59	Other than from the court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, give details on additional sheets.						
60															
61	I swear or affirm the truth or correctness of the above statements.														
62	Signature of Attorney /s/ Tom Petty						Date 11/1/2008								
63	APPROVED FOR PAYMENT--COURT USE ONLY														
64	23. IN COURT COMP.			24. OUT OF COURT COMP.			25. TRAVEL EXPENSES			26. OTHER EXPENSES			27. TOTAL AMT. APPR./CERT.		
65															
66	28. SIGNATURE OF THE PRESIDING JUDGE						DATE			28a. JUDGE CODE					
67	Judge B. Lynn Winmill														
68	29. IN COURT COMP.			30. OUT OF COURT COMP.			31. TRAVEL EXPENSES			32. OTHER EXPENSES			33. TOTAL AMT. APPR./CERT.		
69															
70	34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE)						DATE			34a. JUDGE CODE					
71	Payment approved in excess of the statutory threshold amount.														
72															
73															
74															
75															

Print All Forms

header in court out of court travel expenses other expenses summary voucher cumulative cja26



## CJA-20 Worksheet - Attorney Signature & Date

- The attorney must sign and date the CJA 20-Voucher before submitted to the court for payment.
- Pursuant to the rules regarding Electronic Case Filing, the attorney's signature may appear as "/s/ attorney name" .

### Inserting Signature

- To insert the name and date, Click within the field next to "Signature of Attorney" and then click within the function box at the top of the screen.
- Click the Check Mark icon to ☒ accept.
- Repeat for the date information.

	A	B	C	D	E	F	G	H	I	J	K	L
43	16.	a. Interviews and Conferences	2.0					200.00		-		200.00
44		b. Obtaining and reviewing records	-					-		-		-
45		c. Legal Research and brief writing	0.5					50.00		-		50.00
46		d. Travel time	0.5					50.00		-		50.00
47		e. Investigative & other work (Specify on add)	-					-		-		-
48		(Rate per Hr) \$100.00 TOTALS	3.0					300.00	-	-		300.00
49	17.	Travel Expenses (lodging, parking, meals, mileage, etc.)						117.00		-		117.00
50	18.	Other Expenses (other than expert, transcripts, etc.)						20.00		-		20.00
51	<b>GRAND TOTALS (CLAIMED AND ADJUSTED):</b>							<b>487.00</b>		-		<b>487.00</b>
52	19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE											
53	From:		11/30/2008		1/31/2009		20. APPOINTMENT TERMINATION			21. CASE DISPOSITION		
54	DATE IF OTHER THAN CASE COMPLETION:											
55	22. CLAIM STATUS: <input type="radio"/> Final Payment <input checked="" type="radio"/> Interim Payment Number 1 <input type="radio"/> Supplemental Payment											
56	(Payment #)											
57	Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, were you paid? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
58												
59	Other than from the court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, give details on additional sheets.											
60												
61	I swear or affirm the truth or correctness of the above statements.											
62	Signature of Attorney		/s/ Tom Petty					Date		11/1/2008		
63	<b>APPROVED FOR PAYMENT--COURT USE ONLY</b>											
64	23. IN COURT COMP.		24. OUT OF COURT COMP		25. TRAVEL EXPENSES		26. OTHER EXPENSES		27. TOTAL AMT. APPR./CERT.			
65												
66	28. SIGNATURE OF THE PRESIDING JUDGE						DATE		28a. JUDGE CODE			
67	Judge B. Lynn Winnill											
68												

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## Cumulative Worksheet

- This worksheet is completed by the court in those cases authorized to submit interim vouchers.
- After each voucher submission, this information will be inserted into the subsequent voucher and returned to the attorney as the new interim.

L56

fx

A

B

C

D

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H

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J

CUMULATIVE TOTALS

1

2

Start Date

End Date

Interim  
Payment  
Number

Service  
Comp.  
Requested

Travel  
Expenses  
Requested

Other  
Expenses  
Requested

Total  
Requested

Court  
Adjustments

Total Paid

Cumulative  
Total

3

11/30/2008

1/31/2009

1

\$350.00

\$117.00

\$20.00

\$487.00

\$0.00

\$487.00

\$487.00

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header in court out of court travel expenses other expenses summary vouchers

cumulative

6/26

Ready



## CJA-26 Worksheet

- The CJA-26 Statement is required on all vouchers that exceed the CJA statutory maximum for that defendant, excluding expenses
- CJA 26 is required on interim vouchers where the case total (located on the Cumulative Worksheet) exceeds the statutory maximum.
- Insert signature & date in same manner as on the CJA-20 Voucher.
- Check the current Statutory Maximums on the Criminal Justice Act website located [on the Courts website under Attorney Resources.](http://www.id.uscourts.gov) [www.id.uscourts.gov](http://www.id.uscourts.gov)

T35													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CJA 26 (Rev. 10/00)												
2	SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT												
3	THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22B(3) OF THE GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT, VOLUME VII, GUIDE TO JUDICIARY POLICIES AND PROCEDURES, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22C(2) OF THOSE GUIDELINES, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST.												
4	ATTORNEY NAME: <b>John Smith</b>												
5	CASE NAME: <b>USA vs. Petty</b>												
6	DOCKET NUMBER: <b>CR 08-01</b> VOUCHER NUMBER:												
7	1 PERIOD OF APPOINTMENT (DATES): TO												
8	TOTAL NUMBER OF IN-COURT HOURS: SPECIFYING: PRETRIAL HEARINGS:												
9	TRIAL: SENTENCING HEARINGS:												
10	ALL OTHER IN-COURT: TOTAL NUMBER OF OUT-OF-COURT HOURS:												
11													
12	2 OFFENSES CHARGED: 21 USC 846, 21 USC 841(a)												
13													
14	NUMBER OF COUNTS CHARGED: NUMBER OF CO-DEFENDANTS:												
15	OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:												
16	IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCE:												
17	WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING?												
18	3 DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICE: NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:												
<div> other expenses summary voucher cumulative <b>cja26</b> </div>													
32	8 EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 20 VOUCHER) GREATER THAN \$500:												
33													
34	9 EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST:												
35	INCLUDE, IF APPLICABLE: (A) NEGOTIATIONS WITH U.S. ATTORNEY'S OFFICE OR LAW ENFORCEMENT AGENCY; (B) COMPLEXITY OR NOVELTY OF LEGAL ISSUES AND FACTUAL COMPLEXITY; (C) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE; (D) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL, EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (E) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR INJURY RESULTING FROM THE REPRESENTATION; AND (F) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.												
36													
37	SIGNATURE OF APPOINTED ATTORNEY: /s/ Tom Petty DATE: 1/31/2009												
38	<div> other expenses summary voucher cumulative <b>cja26</b> </div>												

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## Receipts

- Receipts are required for all expenses in excess of \$25.00
- Scan the receipts into a PDF format, and submit with voucher.

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## Submitting Voucher to Court

- E-mail the Excel CJA-20 file to [CJA@id.uscourts.gov](mailto:CJA@id.uscourts.gov)
- Include any PDF files containing the receipts.
- Subject Line: USA vs. \_\_\_\_\_, CR \_\_\_\_\_, Final or Interim #\_\_\_\_\_.
- Do not submit interim vouchers less than \$2,000 including expenses.